

ARCHIVE-5 25X1

July 21, 1975

MEMORANDUM FOR: All OCI Employees

SUBJECT : OCI Conference

We are in the process of planning an OCI conference in late September at [REDACTED]

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[REDACTED] The rough sketch that follows of how the conference might be organized is intended to provide a basis for your comments and recommendations. In my view, this should be your conference, and we want your ideas for planning as well as your participation.

#### Objectives

The purpose of the OCI Conference is to provide an opportunity for OCI analysts and clericals to discuss office policies and problems of concern to them and to present their views and recommendations to the Director of OCI.

#### Participants

A representative group of about 30 analysts and clericals will be selected on a random basis. Individuals who have been with OCI less than one year and branch chiefs and above will not be included. (If the conference proves to be worthwhile, we would hope to make it an annual affair. A separate meeting for branch chiefs will be scheduled at a later date.)

#### Organization of the Conference

To facilitate informal discussion, the group of participants will be divided into five panels. Panels will meet during the morning and afternoon of 30 September. A list of possible topics for discussion will be provided, but panels will be free to modify the list as they please. Each panel will establish its own procedures and will choose a spokesperson to represent the panel's views, conclusions, and recommendations at a joint evening meeting on 30 September, which will be attended by the D/OCI. A concluding session will be held on the morning of 1 October. At this session,

the D/OCI will respond to issues raised at the evening session and will answer questions.

Travel and Accommodations

Car pools will be formed and drivers reimbursed at 15¢ per mile. Participants will leave Headquarters on Monday, 29 September, 25X1

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Thanks for your help.

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William K. Parmenter  
Director of Current Intelligence